

OSAC UNIT PARTICIPATION REQUIREMENTS



According to the OSAC Charter and Bylaws, Section 6. Censure, Suspension, or Termination of Membership:

The Forensic Science Standards Board (FSSB) may censure, suspend, or terminate an OSAC member or affiliate by a two-thirds (2/3) majority vote of the FSSB for failure to satisfy OSAC participation requirements, for violations of the OSAC Code of Responsibility, or for violations of state or federal criminal law.

OSAC unit participation requirements are listed below. Each OSAC unit Chair, in consultation with the unit's officers, shall document (1) attendance, (2) work-product contributions, and (3) voting of members in the unit, and shall make the requirements monitoring document available to all unit members.

1. **Attendance Requirements:** OSAC members are required to attend a minimum of two-thirds of the unit meetings held during the 12-month period from October 1 to September 30 each year.
 - When possible, virtual attendance capability will be made available for any member who cannot physically attend an in-person meeting. Virtual attendance counts as attendance.
 - OSAC unit officers can excuse a member from attending a meeting upon receiving a written request. Meetings for which a member has an excused absence will not be counted in computing the rate of attendance.
 - Alternate attendees: A Scientific Area Committee (SAC) Chair who is unable to attend an FSSB meeting may have another SAC officer attend. A Subcommittee (SC) Chair who is unable to attend a SAC meeting may have another SC officer attend. Meetings attended by substitutes will not be counted in computing the rate of attendance.
2. **Work-product Contribution Requirements:** Members and affiliates are expected to contribute to work products and participate in tasks. This includes providing comments on documents and completing other assigned tasks.
3. **Voting Requirements:** OSAC unit members and affiliates serving on a unit task group are required to cast votes in a minimum of 75% of unit ballots.

Task Groups: Participation requirements for OSAC members and affiliates serving on OSAC unit Task Groups (TG) are the same as those for OSAC units stated above.

Recordkeeping: The OSAC unit Chair, TG Chair, or a member designated by the Chair will track meeting attendance, participation in commenting on documents, completion of other assigned tasks, and voting.